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11 December 1969

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Training Weekly Report

1. Guidelines Sought on Orientation for Overseas

The low enrollment over the past five months for the Orientation for Overseas has increased the urgency for OTR to take a look at the content of this course and the Agency components' lack of interest in it. Beginning with the August class we have had less than a minimum number of ten registrants per month, which is the minimum needed to justify continuing a two-day course where OTR utilizes guest lecturers from OS, OP, OMS and CCS. OTR plans to present the problem to the DD/P, with the expectation that new guidelines will emerge.

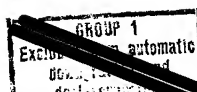
2. Change in Operations Training for Career Trainees

At the CS Operations Training Advisory Committee meeting [REDACTED] (on 1 and 2 December) it was agreed that OC-I and OC-II will be merged into a single course, to begin in October 1970. The proposed merger was approved by the DD/P.

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3. Updating LQR Proving Successful

Since August, efforts to update information in the Language Qualifications Register have been most gratifying. Approximately two-thirds of more than [REDACTED] language proficiency claims have been resolved. Of this total 93% of the employees at Headquarters have either been tested or scheduled for tests or they have disclaimed their self-evaluated proficiencies. Better than 94% of the Support Directorate cases have been completed.

4. Professional Development Program for CS Officers

On 4 December the DTR and three other members of OTR briefed the DD/P on the status of the new Professional Development Program for CS Officers. The DD/P expressed his approval of the eight-week course as now designed and hoped that OTR would be able to run it three or four times a year for the next few years.

5. Service Awards Program for Language School Contract Employees

As a follow-up to OTR's proposal for a Service Awards Program for contract language instructors, [REDACTED] of the Honor and Merit Awards Board is developing a certificate of recognition for these employees. There are approximately 35 employees with a minimum of five years of service (most of which is with the Language School) eligible for the certificates.

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6. Film on Agency to Replace EOD Briefing

As approved by the DD/S and beginning in early January, the new Agency film, "The Need to Know," will be shown to all clerical and professional EODs, replacing OTR's 30-minute briefing, "CIA Introduction."

7. Panel Discussion Conducted at Fort Bragg

The Chief and Deputy Chief, Operations School and a former OTR instructor, visited Fort Bragg on 3 December and presented a panel discussion on CIA relationships with the military in the field and intelligence problems in the developing areas. This was attended by 60 majors and lieutenant colonels who are scheduled for assignments in the Military Assistance Program. [REDACTED] will advise us of the Fort Bragg reaction to this session as well as possible plans for its continuation.

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8. CIA Fellows in Congressional Operations Awaiting Assignments

The Agency's participants in the Congressional Operations Program are awaiting their first assignment on the "Hill." [REDACTED] OSP/DDS&T, has contacted the offices of Senators Muskie, Goodell, Tydings, Mathias, hopeful for assignment to Senator Mathias' staff. [REDACTED] OCI/DDI, our first woman participant in the Program, is also awaiting an acceptance.

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9. OTR Personnel

25X1A9a [REDACTED] Operations School, and [REDACTED] Operations 25X1A9a
25X1A6a Staff, [REDACTED] are expected to leave 17 December for a TDY to
Southeast Asia in connection with the visit to that area by the Vice
President.

25X1A9a On 2 December [REDACTED] DC/Ops School, Staff Training, was
awarded the CIA Intelligence Medal of Merit by the DDCI for service

25X1A [REDACTED]
10. Training Notes

Approximately 50 students attended the 2 to 3 December running of
the JCS - DIA Orientation. The oral comments from the student body
were unusually favorable.... The second group of six Treasury De-
partment Secret Service agents completed five days of [REDACTED] 25X1A14a
25X1A6a training [REDACTED] the third group is presently in session. . . .
The Army has advised us of cancellation of all chemical, biological
and radiological weapons orientation courses at the Dugway Proving
Grounds for the remainder of FY '70. The cancellation represents a
savings of about \$8,000 in external monies. . . . We have nominated
four Agency officers (one, OTR; three, AF Division) for the 5 January
National Interdepartmental Seminar. . . . [REDACTED] the 25X1A
Budget and Fiscal Officer, OTR, was presented a Quality Step Increase

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by Les Bush, for his work in his most recent [REDACTED] assignment. . . .

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Arrangements are being worked out with the Office of National Estimates for the semi-annual conference of the Director's consultants to be held [REDACTED] 13 - 16 January.

11. Outside Briefings



At the AID Washington Training Center, on Missions and Functions of CIA, for 19 students in the current AID Orientation.

At Fort Holabird, on "Sino-Soviet Schism," for 73 students in the Advanced Course.

At a luncheon meeting to a group of about 70 members of the Research Engineers Society of America: "Pressures on the Soviet Leadership."



for **HUGH T. CUNNINGHAM**
Director of Training

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